



Position Description: College Counseling Administrative Assistant

The School: Founded in 1911, Columbus Academy is a PreK-12 coeducational college preparatory day school of 1,070 students located on a 231-acre campus ten miles from downtown Columbus, Ohio. Student programs are organized into three divisions: Lower School (PreKindergarten-Grade 4), Middle School (Grades 5-8) and Upper School (Grades 9-12). The school offers a rigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The Position: Columbus Academy seeks a three-quarters-time College Counseling Administrative Assistant.

Qualifications: Preferred candidates will possess the following qualifications:

- Ability to work well and represent Columbus Academy with a diverse constituent group including students, parents, college representatives and others
- Experience and/or interest in the world of higher education
- Ability to work in a fast-paced environment and focus in an open work area
- Experience and/or interest in learning the Naviance and Senior Systems programs
- Ability to work closely with students and families in a confidential manner

Position Expectations: The individual selected to this position will be expected to carry out the following responsibilities:

- Facilitate the timely receipt of transcripts and recommendations to colleges, universities, coaches and scholarship agencies for Columbus Academy students
- Manage the College Counseling Office by collecting and sorting mail, scheduling college visits, organizing the conference room, keeping the master calendar and updating handbooks/website links
- Prepare all mailings, folders, files, meeting details and document updates for the College Counseling Office
- Act as test coordinator and proctor for standardized testing for the Upper School
- Assist the college counselors as needed

Physical Conditions: Candidates must be able to manage the following conditions:

- Move materials, generally under 30 lbs.
- A non-smoking campus

Legal Requirements: All Columbus Academy employees must pass required criminal records checks and appropriate background checks, including proof of academic credentials.

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty and staff of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socio-economic background.